How to Install W2 Mate software on a Network

In this tutorial we will show you step by step how to set up W2 Mate software in a network environment.
• Start by creating a folder on a shared network drive that can be accessed from all the computers where W2 Mate software will be installed. This is the folder where we will be storing W2 Mate database (company) files.
• Make sure that all the computers where W2 Mate will be running have FULL access rights to the new data folder (we created above). We can't stress enough the importance of this point.
• For the purposes of this tutorial we will assume the new folder path is “H:\W2 Mate 2011”.
• Install W2 Mate software on each computer you will be using. And then enable the optional feature codes that were sent to you, including the optional feature for running W2 Mate over a Network (W2 Mate Option #2). Please remember that you can enter a feature code inside W2 Mate by selecting “Tools > Enable Optional Features” from the top menu.
Now we need to point the “company data path” for each W2 Mate copy we installed to the shared folder we created. To do that select “Tools > Options > Company Data Path (Network Edition)” from the top menu inside W2 Mate. In the dialog that comes up select the path for the shared folder you created.

This figure assumes that the shared folder path is “H:\W2 Mate 2011”.

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• If this is not the first year you use W2 Mate and you need to roll-over your data from last year. Then go to one of the machines where you installed W2 Mate and select “Tools > Rollover Data From Last Year”. Please make sure that you run the rollover function on a machine that has W2 Mate for the year before installed and pointing to the company data for last year. For example if you are rolling-over you data from 2010 then W2 Mate 2010 needs to be installed on the machine and you can see all the companies for 2010 inside W2 Mate 2010.
• If you are not rolling over data from last year, then you can go ahead and create your first company inside any of the W2 Mate copies you installed. Once the company is created you should be able to see it from all other computers.

• To double check that a certain copy of W2 Mate is pointing to the shared folder you can look under the “Database File Path” under the company general information.
Please remember..

• Do not open the same company file on two separate machines at the same time.
• Always backup your company files.
• The same steps in this tutorial also work if you are installing W2 Mate on a virtualization system such as Citrix server or Microsoft Virtual Server.
• Always keep W2 Mate software up to date by checking for new updates.
• If you install a W2 Mate update on one machine make sure you install it on all other machines that share the same database folder.
• If you have any questions about this tutorial or on how to use W2 Mate, please send an email to support@realtaxtools.com